

February 24, 2012

BULLETIN

TO: ALL STORES  
FROM: Kimberly Ward, Buying Manager  
SUBJECT: Alert Bulletin #11

**Gift Sets with corresponding listed naked good**

Gift sets that are currently in your stores, in which there is a corresponding naked good listed, need to be pulled apart and sold as the naked good.

**Please note: Stores will be receiving no gift sets in 2012.** Please take this into account when

In order to do this you will need to:

**1) Claim the expired gifts sets in damaged merchandise.**

State stores, please process a claim in the damaged merchandise system by doing a LOSS using claim codes 12 "EXPIRED ." Please put the product description in the note field.

Contract Stores, please use claim code 12 in the CLSRS Damaged merchandise screen and send an email to [Merchacct@liq.wa.gov](mailto:Merchacct@liq.wa.gov) stating which set you claimed. This email is crucial to getting your store getting charged correctly on the listed brand.

**2) Do a reverse claim for the listed brand code in damaged merchandise.**

State stores do a GAIN using claim code "other" and please put the product description in the note field.

Contract Stores – Add the "claimed" bottles in your inventory under the listed brand. Merchandise Accounting will do a reverse claim to charge your store for the listed item. (CLS's cannot enter a negative amount in CLSRS).

**\*\*If you are a Military or Tribal Outlet, please contact Merchandise Accounting [Merchacct@liq.wa.gov](mailto:Merchacct@liq.wa.gov) for assistance with this claim.**

If you need assistance with entering claims, contact Merchandise accounting at [Merchacct@liq.wa.gov](mailto:Merchacct@liq.wa.gov) .

Please contact your District Manager with any other questions regarding this alert

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